GPSA TRAVEL FUNDING APPLICATION

Updated Spring 2018

Please submit the following form to the Graduate Studies office in 309 Burgin Dossett Hall

Name: ______________________________________ E-Number: _______________________

Eligibility Checklist:

• Submitted GPSA membership application
• Paid membership dues ($5)
• Attended two or more GPSA events in the semester prior to applying
• Agree to present research synopsis to GPSA (November or April)
• Applying for travel funds for the first time within a fiscal year (July 1 through June 30)
• Applying for travel funds at least 4 weeks before the date of departure for the event
• Applicant has sought funding from other sources (e.g. departmental, grant, etc.) and are seeking GPSA funding as a secondary form of funding

If you meet the above requirements, initial here: ________

Initial to signify that you will give a presentation to GPSA if awarded travel funds: ________

Application Checklist:

• Travel funding application filled out completely
• Recommendation sheet from graduate coordinator or advisor
• Attached copy of abstract acceptance, if applicable
• Attached copy of receipts (airplane ticket, car rental, etc.) if applicable

Initial to signify that the information included in your application is correct: ________

Deadlines:

• For conferences held October-May: at least 4 weeks before date of departure
• For conferences held June-September: May 1st
CONTACT INFORMATION

Name: ___________________________ E#: ___________________ Date:_________________

College within ETSU: __________________________ Program of Study:__________________

Month/Year of Graduation: ______________________ Email:___________________________

CONFERENCE INFORMATION

Name of Event:______________________________________________________________

City and State of Event:________________________________________________________

Dates of Event:________________________________________________________________

Are you presenting at the conference? Yes ☐ No ☐

Presentation Title:
___________________________________________________________________________
___________________________________________________________________________

Departing on: ______________________ Returning on:_______________________________

Is anyone else from your department attending the conference? Yes ☐ No ☐
FUNDING INFORMATION

Transportation funds requested from GPSA (cannot exceed $600 if presenting, $300 if not presenting):
______________________________

Mode of transportation: Flying ☐ Driving ☐ Other: ________________________________

Expected transportation costs: ______________________________________________________

Expected lodging expenses: _________________________________________________________

Expected meals and incidentals: ____________________________________________________

Expected registration cost: _________________________________________________________

Type and amount of other funding you’ve received for the event (e.g., department, grant):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please attach any receipts you have related to your travel expenses to this application. Also, if you have any additional information that would be useful to the budget committee, please detail below.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
GPSA FACULTY RECOMMENDATION FORM

This form is to be completed by the graduate coordinator or advisor

Name of Student: _____________________________________________________________

Conference: ______________________________________________________________

Regarding the applicant attending the above event would you:

- Recommend Strongly [ ]
- Recommend [ ]
- Recommend with Reservations [ ]
- Do Not Recommend [ ]

Are there sources of funding for students in your department to attend conferences? Yes [ ] No [ ]

If so, has the applicant pursued these sources of funding? Yes [ ] No [ ]

Did he/she receive any funding from these sources? Yes [ ] No [ ]

Please use this space to write any additional comments which might assist GPSA in making a judgment of approval of GPSA transportation funds:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signature of Graduate Coordinator or Advisor: _________________________________ Date: ________